

Indiana Department of Transportation
RFP No. 06-01
2-13-06 Posting Date
Request for Proposals Notification
Response Due Date: 3-6-06

Summary of Items Included

CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT

1. [I- 69 Design Build Documents](#)
2. [Development of SR 62 Interchange Project at Fulton Avenue](#)
3. [I-74 Interchange Design Build Documents](#)
4. [Rehabilitation of the US 12 lift bridge over Lake George Canal](#)

CENTRAL OFFICE – DIVISION OF PLANNING

5. [Statewide Highway Data Collection](#)

Consultant Meetings and Communication Policy

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections for the RFP Selection Process, the Department will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc.

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities and technical or scope of services questions specific to services included.

Questions regarding the Letter of Interest (LoI) format or requirements are also permissible and are to be directed to Jodi Williams at jwilliams@indot.state.in.us

Letter of Interest Submittal Instructions

Firms interested in being considered for selection should respond by sending **one (1) electronic copy of a Letter of Interest (LoI) in pdf (preferred) or tif format** as an attachment to an email directed to Contractsrfp@indot.state.in.us . One email with one attachment containing the entire LoI for an item is to be submitted for each item for which a firm is interested in being considered. The file name and email subject line should reference the RFP No., consultant name or nickname with no spaces and no more than 10 characters and the Item No. similar to the following: **RFP0601LoI-[Firm Name or Nickname]-ItemNo-##**. A reply confirmation of

receipt will be returned for each email submittal.

Hardcopies with an electronic copy on CD will also be accepted as a less preferred alternative. Please **do not** submit via both email and hardcopy! Hardcopies shall be packaged separately for each item and reference the RFP No. and Item No. on the outside of each. Hardcopies are to be submitted to:

Jodi Williams, Legal Division Consultant Coordinator
100 North Senate Avenue, Room N642
Indianapolis, Indiana 46204-2249

All Letters of Interest must be received no later than 4:00 pm, Indianapolis time, on March 6, 2006, to be considered. When completed, selections will be announced through the [Department's Website](#) .

Selection Procedures

The Department will directly select consultants for each of the items listed and further described herein based on a Letter of Interest (LoI). The requirements for the LoI and the [Consultant Selection Rating Form](#) (**Exhibit A** below) that will be used by INDOT to evaluate and score the submitted LoI's are shown below.

To be eligible for selection consideration prime consultant's and sub-consultant's must have submitted a complete and technically acceptable prequalification package to the Prequalification Engineer prior to the LoI due date for this RFP. Prequalification requirements and the list of previously approved eligible firms and their approved categories may be found at [Department's Website](#). Selected firms will have to be found fully certifiable as prequalified both technically and financially to be able to enter into a contract for services.

Requirements for Letters of Interest

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the LoI Content (Item B below), in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoIs shall be limited to ten (10) 8½" x 11" single sided pages for Identification and Qualifications, two (2) pages for the combined Key Staff and Project Approach and one (1) page for an Affirmative Action Certification, unless otherwise noted in the Project Description. The total limit is thirteen (13) pages. All pages including the transmittal letter count toward the limit.

3. Please adhere to the following requirements in preparing and binding hardcopy letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides. All text shall be black type to facilitate machine copying.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" bond paper only, no glossy paper.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
4. LoIs must be received by 4:00 pm, Indianapolis time on the due date. Responses received after this deadline will not be considered.

B. Letter of Interest Content

Identification and Qualifications

1. Provide the name, address of the responsible office from which the work will be performed and email address of the contact person authorized to negotiate for the associated work.
2. List all proposed subconsultants, DBE/MBE/WBE status, and the percentage of work to be performed by the prime consultant and each subconsultant. (See Affirmative Action Certification below.) A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Firms eligible to submit for INDOT RFP's" link available from the [Department's Website](#).
3. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the required item qualifications.

2. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
3. Provide a description of your Project Approach or of your approach to the

advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical approach, understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Affirmative Action Certification

A completed Affirmative Action Certification form is required for **all** items that identify a DBE or MBE/WBE goal. The consultant must identify the DBE firms or MBE/WBE firms (whichever applies) with which it intends to subcontract, include the contract participation percentage of each DBE or MBE/WBE (whichever applies), and list what the DBE or MBE/WBE (whichever applies) will be subcontracted to perform on the Affirmative Action Certification Form. If the consultant does not meet the DBE or MBE/WBE goal (whichever applies), the consultant must provide documentation attached to the LoI that evidences that it made good faith efforts to achieve the DBE or MBE/WBE goal (whichever applies). This "good faith efforts" documentation will not be counted toward the page limit of the LoI. Please review the [DBE program](#) and/or [MBE/WBE program](#) as applicable based on any goals set and complete the [DBE Affirmative Act Certification Form](#) or the [MBE/WBE Affirmative Action Certification Form](#) as applicable. What constitutes good faith efforts is explained in detail within the DBE or MBE/WBE program information referred to above. If no goal is set then no Affirmative Action Certification Form is required. INDOT's DBE/MBE/WBE Program Information is available at [Department's Website](#).

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Firms eligible for 10/31/05 RFP" link available from the [Department's Website](#).

DBE/MBE/WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE/MBE/WBE.

INDOT's Consultant Prequalification Manual is available on [Department's Website](#).

Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoI's.

Selection Rating for RFP No. ____, Item No. ____

Consultant Name: _____

Services Description: _____

Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	Outstanding Agreement Disputes.				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	Historical Performance.				
	Timeliness score from performance database.			15	0
	Quality/Budget score on similar work from performance database.			15	0
	Quality/Budget score on all INDOT work from performance database.			10	0
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value to INDOT.	1		20	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-3			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources & Equipment that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated unique expertise and resources identified for req'd services for value added benefit.	2		15	0
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Rating of predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated experience in similar type and complexity.	2		5	0
	Experience in similar type and complexity shown in resume'.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
	Historical Performance of Firm's Project Management from database.			5	0
Approach to Project	Understanding and Innovation that gives INDOT cost and/or time savings.				
	High level of understanding and viable inovative ideas proposed.	2		10	0
	High level of understanding and/or viable inovative ideas proposed.	1			
	Basic understanding of the Project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff to office relative to project.				
	Within 15 mi.	2		5	0
	16 to 50 mi.	1			
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
Weighted Total					0

For categories that are not relevant to the particular agreement being evaluated leave the category score as N/A. This is to be as documented in the RFP.

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: _____

Title: _____

Date: _____

Consultant Selection Rating Form Notes Specific to Use on this RFP

1. Historical performance ratings will not be directly inputted from the database for this particular advertisement due to the fact that the current data is not directly compatible with new process. This applies to the Past Performance category and to the historical performance part of the Project Manager category. Instead, ratings will be assigned between 2 and -3 based on review of available performance data, the professional experience of the individuals doing the scoring and based on feedback available from any known references. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.
2. Location ratings will be assigned based on location of the indicated responsible consultant office relative to the center of the geographical coverage of the region for which the services are applicable.

CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT

Item No. 1. I-69 Design Build Documents

Work Description: Selected consulting firm to develop Design Build Contract Documents for new road construction on I-69 from I-64 via SR 57 corridor to 2.6 miles north of I-64. (Des. No. 0500436) Work to be assigned includes preparation of 30% design plans, preliminary roadway design, preliminary bridge design for 5 bridges and 3 three-sided structures, preliminary interchange modification design at I-64 and preliminary interchange design at SR 68. The consultant will be responsible for both Geotechnical Services and Right-of-way Services using sub-consultants or individuals from INDOT approved lists. INDOT will provide field survey and environmental services.

Project Description: Preliminary design, Geotechnical Services, Utility Coordination, R/W Acquisition Services, preparation of the Design Build Contract Documents. Field Check Plans are to be completed and on file with the Department within 180 calendar days from date of notice to proceed.

Estimated Construction Cost: \$37,000,000

Agreement Type: Cost Plus Fixed Fee

DBE Goal: 7%

Existing Studies: Information regarding the entire corridor and regarding Section 1 of the corridor which includes this segment may be found at <http://www.i69indyevn.org/> . A map displaying this segment may be viewed at [ProjectMap](#). INDOT's Project Manager for this project is Tom Seeman, (317)232-5336.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

8.2 Complex Roadway Design; 9.2 Level 2 Bridge Design; 10.3 Complex Roadway Sign Design; 7.1 Geotechnical Services; 5.5 Wetland Mitigation; 5.6 Waterway Permits; 11.1 Right-of-way Plan Development; 12.1 Project Management for Acquisition Services; 12.2 Title Research; 12.3 Value Analysis; 12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation; 12.8 Relocation; 12.9 Relocation Review.

Additional Qualifications: Utility Coordination Experience.

Deliverables:	Date
1. Field Check	11/15/06
2. Ready for Construction Contract Letting	10/15/07

CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT

Item No. 2. Development of SR 62 Interchange Project at Fulton Avenue

Work Description: Selected consulting firm to develop contract documents for a new compressed diamond interchange at SR 62 and Fulton Avenue in Evansville (Major Moves ID #174). Work to be assigned includes preparation of Design Plans, Real Estate Services, right of way acquisition. The project limits are from the east end of Pigeon Creek Bridge to 300ft. W. of 1st Ave. Bridge.

Estimated Construction Cost: \$25,000,000

Agreement Type: Cost Plus Fixed Fee

DBE Goal: 3%

Existing Studies: Access to existing studies may be obtained through INDOT's Project Manager, Jonathan Wallace, (317)233-3520.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

8.2 Complex Roadway Design; 9.2 Level 2 Bridge Design; 10.1 Traffic Signal Design; 10.2 Traffic Signal System Design; 10.3 Complex Roadway Sign Design; 10.4 Lighting Design; 5.8 Noise Analysis and Abatement Design; 5.9 Archaeological Investigations; 11.1 Right-of-way Plan Development; 12.1 Project Management for Acquisition Services; 12.2 Title Research; 12.3 Value Analysis; 12.4 Appraisal; 12.5 Appraisal Review; 2.6 Negotiation; 12.8 Relocation; 12.9 Relocation Review.

Additional Qualifications: Utility coordination experience and subsurface utility engineering services.

Deliverables:	Date
1. Preliminary Field Check	7/15/2006
2. Final Right-of-way Plans	9/15/2006
3. Final Field Check	8/15/2007
3. Ready for Contract	11/15/2007

CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT

Item No. 3. I-74 Interchange Design Build Documents

Work Description: Selected consulting firm to develop Design Build Contract documents for a new diamond interchange on I-74 approximately one half mile west of County Road 1000 East in Hendricks County (Major Moves ID #30). Work to include preparation of 30% Design Plans. The assigned will also perform plan review of the Design/Builder's submittals during construction. The project limits are from SR 136 to the south and County Road 600 North to the north.

Estimated Construction Cost: \$8,000,000

Agreement Type: Cost Plus Fixed Fee

DBE Goal: None

Existing Studies: Access to existing studies may be obtained through INDOT's Project Manager, Kenneth Franklin, (317)232-5007.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

8.2 Complex Roadway Design; 9.2 Level 2 Bridge Design; 10.1 Traffic Signal Design; 10.2 Traffic Signal System Design; 10.3 Complex Roadway Sign Design; 10.4 Lighting Design; 5.5 Wetland Mitigation; 5.6 Waterway Permits.

Additional Qualifications: Utility coordination experience.

Deliverables:	Date
1. Field Check	7/15/2006
2. Ready for Contracts	12/15/2006

CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT

Item No. 4. Rehabilitation of the US 12 lift bridge over Lake George Canal in Lake County

Work Description: Selected consulting firm to develop plans for rehabilitation of the structural, mechanical and electrical systems of the US 12 Lift Bridge over the Lake George Canal in Lake County.

Estimated Construction Cost: \$1,000,000

Agreement Type: Cost Plus Fixed Fee

DBE Goal: None

Existing Studies: An inspection was completed in 2005. Access to the inspection report may be obtained through Mr. George Snyder, (317)232-5163.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

9.2 Level 2 Bridge Design.

Additional Qualifications: Experience with Lift Bridge Design.

Schedule:	Date
1. Ready for Contracts	3/30/2008

CENTRAL OFFICE –OFFICE OF TECHNICAL SERVICES, DIVISION OF PLANNING

Item No. 5. Statewide Highway Data Collection

Work Description: The Contractor will be responsible to collect, observe and compile highway characteristics, condition data, and video images. The data will be collected on selected roads, currently under INDOT jurisdiction, and Local Governmental Agency jurisdiction each year for a two (2) year cycle. Imaging of the routes shall be collected one (1) time only on each route.

The state is divided into six (6) districts with relatively equal mileage. This mileage is split between three (3) levels of jurisdiction: Interstate and State (inclusive of US Routes), and specific Local routes. There are approximately 11,200 centerline miles currently under State Jurisdiction of which there are approximately 8, 630 miles of rural highway, 1,500 miles of urban highway and 1,350 miles of local HPMS. There are approximately 1,050 miles of Portland cement concrete and 9,200 miles of asphaltic surfaces. INDOT uses a Reference Post and offset location reference method in order to maintain a database of various data attributes. This system requires that all data be identified with the road name, direction of travel and reference post location and offset.

The goal of this project is to collect seventeen (17) categories of data on every State Jurisdiction road and all specified Local HPMS roads in the first year. The seventeen (17) categories of data are:

- | | | |
|----------------------------|---------------------------|------------------------|
| 1. Pavement Condition Data | 8. Railroad Crossing | 14. Pavement Type |
| 2. Roughness | 9. Median | 15. Posted Speed Limit |
| 3. Rutting | 10. Pavement Type | 16. Attenuators |
| 4. Distress | 11. Bridges | 17. Guardrail |
| 5. Video Log | 12. Passing / No Passing | |
| 6. Number of Lanes | Zones | |
| 7. Shoulder | 13. Signaled Intersection | |

The second year data collection will include only 5 categories of data. The coverage will be the same as year one (1). The 5 categories to be collected in year two (2) are:

1. Pavement Condition Data
2. Roughness
3. Rutting
4. Distress
5. Pavement Type

The Contractor will be responsible to collect, observe and compile highway condition data on selected roads for a period starting 2006 and finishing during 2010. the services to be provided by the Contractor under this proposal have been defined below:

- 1) Prior to any production runs of data and image, the Contractor will perform trial runs of all of the required data items for inspection and approval by the State.

- 2) The Contractor will provide a schedule of events and a proposed routing scheme prior to production.
- 3) A pre-production meeting will be held to discuss, define and/or clarify all aspects of the project.
- 4) Training of the Contractors pavement distress raters will be conducted by INDOT prior to production and at a mutually acceptable schedule. INDOT will provide pavement distress rating procedures. If automated distress is proposed, training by INDOT will not be required; however, the Contractor shall provide training in the use and meaning of the distress data.
- 5) The Contractor will deliver the data items shown in this section. These are the minimum required items and/or statistics. At the time of the trial data collection and processing runs, the final data processing formats of these items will be mutually determined and agreed upon, by INDOT and the Contractor.
- 6) The data and images will be delivered to INDOT periodically as processed by the Contractor during the time of data collection for INDOT's review and approval. The delivery schedule will be based on the schedule established elsewhere herein for Contract completion.
- 7) The Contractor will provide detailed specifications of the image inspection van including model name, sensor specifications, operating procedures and data parameters. The Contractor will provide detailed documentation of the sensor data elements to explain the sensor readings.

Contract Type: Negotiated Labor Rates, Federal funding involved.

Term of Contract: Two years
Possible renewal 1 time at INDOT's discretion.

DBE Goal: None

Required Qualifications:

Experience in Pavement Condition Rating Data Collection
Experience in Digital Video Log Technology

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End of INDOT Web Page for Project Notification